

MEMORANDUM FOR: Deputy Directors  
Head of E Career Service

FROM : Acting Director of Central Intelligence

SUBJECT : Supplementation of Presidential Hiring Freeze

REFERENCE : Memo from DDCI for DD's and Independent Office Heads,  
Same Subject, dated 3 April 1980

1. As noted in paragraph 8 of the reference, we have now reached the point where we have processed most applicants in the exempt category (in process before 1 March 1980) and are now controlled by the exempt category. It is therefore necessary to establish a priority system for determining which applicants are brought on duty, as they are cleared, on a one for two basis against separation.

2. Attached is a list of applicants in-process whom we expect to clear between now and 30 September. We request that you place them in priority order. As they are cleared, we will EOD them as vacancies occur, on a one for two basis.

3. In prior freeze situations, there has been a tendency to use entitlements to EOD professionals rather than clericals, either by preference or because of an insufficient supply of cleared clericals. The latter situation does not now exist. Therefore, we are asking that one half of your priority list be clericals. By so doing, we will keep from further exacerbating our shortage of clericals and preclude drying up our sources of clerical applicants.

4. These controls will remain in effect at least through September. We will work with OMB to see if we can ascertain how long the freeze will remain in effect. At this point, postponing EOD's until October will accomplish little since there is no assurance that the freeze will be lifted then.

Frank Carlucci